

TOWN OF FIFIELD REGULAR BOARD MEETING
Minutes of August 6, 2020

ROLL CALL: The meeting was brought to order on August 6, 2020 at 6:30 p.m. at the Fifield Town Hall. Present: W. Felch, J. Hintz, B. Salm, T. Fleming, J. Jontry and 9 others. The Pledge of Allegiance was recited.

MINUTES OF JULY 2, 2020 REGULAR BOARD MEETING: A **MOTION** (Hintz, Salm) was made to approve the minutes of the July 2 regular board meeting; motion carried, voice vote (3, 0).

TOWN CREW REPORT: T. Fleming reported the crew has been cleaning up after two large storms with high winds brought trees down at the cemetery. Two culverts failed in the Federal due to heavy rains from these storms. The USFS provided culverts and gravel to complete repairs. The crew also replaced two culverts and added an additional culvert on White Rock Road. The mowing tractor drive coupling is bad; Brian will do the repairs. Joe Jeske is driving part-time for us again as Therese Fleming is filling in at the transfer site.

TREASURER'S REPORT: J. Jontry presented the July 2020 treasurer's report. The current bank balance is under \$30,000. The Town received \$680 from the Wisconsin Elections Commission WECares elections subgrant and July transportation aids. We will not have any other income until the August property taxes settlement arrives mid-month. The Board accepted the report.

FOREST HOME CEMETERY REPORT: M. Behling provided and the Board accepted the July 2020 cemetery report.

FIRE DEPARTMENT REPORTS: *Fire Department #1:* B. Lobermeier reported three EMR calls and one fire call which was a water rescue near Veteran's Park. Two association meetings were attended. The department would like to purchase more equipment for water rescues (life vests with safety hooks, rope, crash helmets) and is requesting \$1,000 from the budget to outfit two firefighters. The Board approved this request. *Fire Department #2:* No report.

DISCUSS SPRINGSTEAD CREEK BRIDGE JOINT FOREST SERVICE PROJECT: Pat Hanson from the USFS was in attendance. The Bridge at FR144/Shady Knoll was posted in January for weight limits of 19 tons for 2 axles; 24 tons for 3+ axles; and 34 tons for combination vehicles. The bridge condition has not changed but the ratings were updated. The bridge was not designed to handle today's loads. Pullman Engineering is designing a replacement culvert structure plan which should be ready in April 2021, which will be similar to the one at Squaw Creek. Total construction cost is estimated to be \$250K - \$300K. Engineering is already being covered by the USFS but it will take three to four years to obtain funding for the project. Scott is requesting the Town take responsibility for \$100K - \$125K and they will cover the rest. They want a response by November. The Board will consider and discuss at a future meeting.

UPDATE ON DAM ROAD PROPERTY PURCHASE: J. Jontry has been in communication with attorney Writz. The mortgage company has until August 13 to respond and to date there has been no communication.

REVIEW AND POSSIBLY ACCEPT BIDS FOR PAVING DAM ROAD: Two bids were received and opened by W. Felch: American Asphalt, total bid \$83,952.45 (with an additional \$3400 if they have to come back to finish); and Pitlik & Wick, \$88,021.04. A **MOTION** (Hintz, Salm) was made to accept the bid from American Asphalt in the amount of \$83,952.45; motion carried, voice vote (3, 0).

TRANSFER SITE INCIDENT REPORTS AND RELATED MATTERS: R. Balzar has submitted his resignation; Saturday will be his last day. T. Fleming stated the compactors are running at much less tonnage than what was indicated by Jim Whittinghill of Eagle Waste.

DISCUSS FIFIELD TRANSFER SITE ATTENDANT POSITION: C. Pagel wrote an ad for the transfer site attendant position and J. Jontry will submit it to the Price County Review to run over the next two weeks. C. Pagel, W. Felch and J. Jontry will pre-screen applications and the Board will perform interviews. Deadline for the submission of applications in August 26th.

HUMAN RESOURCES UPDATES WITH CATHY PAGEL: C. Pagel submitted notes from the last human resources meeting with the Board. Therese Fleming's job description is in process. C. Pagel conducted a meeting with W. Felch, Ted and Therese Fleming regarding Therese's duties. A new standardized timesheet will be used and Therese is to destroy old timesheet forms. Therese should also use the new expense reimbursement form for use of personal equipment and mileage. Therese provided a timeline to Cathy about her duties and who assigned them to her. Therese will be creating a new standard operating procedure for her job. The cemetery caretaker job description will be sent out next Wednesday. Cathy is using an "HR issues form" to track and follow up on activities; she will also create a spreadsheet to document concerns from last September and what has been completed or is still outstanding. Cathy requested the Board arrange a two- to three-hour HR meeting which is scheduled for September 8th at 6 p.m. at the Fifield fire hall. Regarding the question about Therese mowing the railroad property easement, J. Hintz said we should continue as-is. W. Felch stated we should vote on it. Lee Wenzel stated other communities mow at railroad crossings. A **MOTION** (Hintz, Salm) was made to have Therese Fleming continue mowing the railroad property; motion carried, voice vote (3, 0). J. Jontry explained to the Board that wages paid to Therese for mowing at the Price County Historical Society should be categorized into the Donations account, rather than being lumped into park maintenance, as this is not property owned by the Town. If this service is treated as a donation then the Town is not engaging in a barter agreement. The Board agreed and approved this change. J. Jontry asked T. Fleming if he could have Therese provide an estimate of the number of hours she has worked mowing at the PCHS and the railroad easement this year. Ted stated he would have Therese provide this information.

DRIVEWAY ACCESS PERMITS: One permit for Kadinger was approved.

PUBLIC COMMENT: C. Wenzel asked if Lee will have input on his job description; C. Pagel answered yes. L. Wenzel stated that Marilee Behling should have business cards as the cemetery administrator. W. Felch stated he wants business cards as well. F. Sevcik asked if Twin Lakes Road will be getting gravel; T. Fleming stated the gravel is available but we can't get it there because of the Springstead Creek bridge restrictions. R. Lapp asked if there is a primary election next Tuesday; J. Jontry stated yes.

CORRESPONDENCE: None.

REVIEW INVOICES: A **MOTION** (Hintz, Salm) was made to approve vouchers for payment. Motion carried, voice vote (3, 0).

ADJOURN: There being no further business on the Agenda, a **MOTION** (Salm, Hintz) was made at 8:20 p.m. to adjourn. Motion carried, voice vote (3, 0).

Respectfully submitted,

/S

Jennifer Jontry, Town Clerk/Treasurer